



# FEDERAL EMERGENCY MANAGEMENT AGENCY

---

	Date	Number
INSTRUCTION	August 25, 2000	NETC 6200.3

---

## Helicopter Operations at NETC

1. Purpose. The purpose of this instruction is to make public procedures for helicopter arrivals and departures at the National Emergency Training Center (NETC).

2. Applicability and Scope. This instruction is applicable to all personnel coordinating the arrival of visitors by helicopter.

3. Supersession. NETC Instruction 6200.3, Helicopter Operations at NETC, dated August 4, 1999.

4. References. FAA Advisory Circular 150/5390-2A, "Heliport Design" (20 January 94); Director's Policy - No. 3-81, and 4-81, dated February 22, 1982.

5. Definitions.

a. Helicopter Landing Site - The designated NETC helicopter landing site is the helicopter landing pad located on the west side of Building C. Location: coordinates latitude GPS 39 degrees 41 minutes, .669 seconds, North; longitude 77 degrees 19 minutes, .832 seconds, West. Helipad elevation is 416 feet above sea level. A windsock is available. The windsock and helipad lights will be on for day and night operations.

b. Visual Flight Rules (VFR) - Visual flight rules will be used when conducting flight operations at the NETC.

c. Radio Communication - Radio contact will be made with NETC on UNICOM radio frequency 126.2. NETC will notify the local emergency responders.

d. Fire Protection - Fire protection is available from the local fire company of Emmitsburg. When arriving or departing the landing site, the fire equipment vehicle can be reached on one of the following radio frequencies: 46.34, 46.42, 46.18, or 46.20.

6. Procedures.

a. Helicopter arrival and departure at NETC must be coordinated through the NETC Security Office, at telephone (301) 447-1111 or (301) 447-3295 and for emergency landings (301) 447-1492 (NETC 911).

b. Personnel arranging for helicopter operation at NETC will contact the NETC Security Office at least two weeks prior to a normally scheduled operation, or in emergency situations as soon as possible before flight, and provide the following information:

- (1) Date and time of arrival.
- (2) Names of passengers and purpose of visit.
- (3) Requestor's name and telephone number (point of contact).
- (4) Length of stay (will helicopter remain during visit or will it depart and return to pick up passengers).
- (5) Name and phone number of the NETC contact person.

c. The NETC Security Office will monitor radio frequency 126.2 for aircraft contact and coordinate the helicopter arrival and departure with:

- (1) The facility maintenance contractor will:
  - (a) Check the landing site and remove any loose objects or debris including grass clippings which could be hazardous to the aircraft or support personnel.
  - (b) Check the windsock in place.
  - (c) Assure the markers that identify the landing site are clearly visible and, if not, clean or paint when necessary.
  - (d) Provide one individual at the landing site to observe the landing and take-off of the aircraft and provide assistance as required.
- (2) The NETC Security Force contractor will:
  - (a) Provide one security guard at the landing site to secure and control traffic and/or by standers, and observe the landing and take-off of the aircraft, providing assistance as required to the operation. When available, additional officers will assist.
  - (b) Utilize the portable aircraft radio to provide additional information to the aircraft at the helipad (i.e., wind speed and direction).
  - (c) Ensure that the perimeter landing lights are on for all take-off and landings operations (day and night).
  - (d) Initiate an incident report with all information of the landing.
- (3) The local emergency responders will:
  - (a) Station one foam equipped fire vehicle, when available, at the landing site during aircraft take-off and landing.
  - (b) Station an ambulance at landing site, when available, during aircraft take-off and landing.
  - (c) Monitor radio frequencies 46.34, 46.42, 46.18, or 46.20 for aircraft contact, when required.
- (4) The NETC staff member or special group member who is coordinating the visit will:

(a) Provide an escort for the passengers.

(b) Advise the Operations and Facility Support Branch of any special requirements.

---

Ronald P. Face, Jr.  
Assistant Administrator  
NETC Management and Operations  
U.S. Fire Administration

Attachment  
Map